

## Master Agreement Development Process

Dual Credit Master Agreements should be submitted electronically to the Dual Credit Council at [dualcredit.council@hed.nm.gov](mailto:dualcredit.council@hed.nm.gov). Questions may also be emailed to the Dual Credit Council. Complete, updated Master Agreements should be submitted in the event of changes to the Master Agreement, changes to the LEA and/or Postsecondary Institution official signatories or at a minimum of once every three years. All courses offered for dual credit through the school year must be included on the Master Agreement Appendix. The Appendix, by law, must be updated annually.

The Dual Credit Council encourages Local Education Agencies (LEAs) and Higher Education Institutions (HEIs) to use this process to reflect unique local needs and education goals of both the high school and college, while ensuring the rigor of college coursework is maintained. Courses must support an articulated program of study for each student and should be part of a student's high school Next Step Plan.

**Step One:** Read the Dual Credit Rule (6.30.7 NMAC) and review the Sample Dual Credit Master Agreement; both can be found on the Dual Credit webpage: <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/college-acceleration/dual-credit/>.

While following the collaborative process below, ensure the Dual Credit rule is followed. Nothing in the appendices of the Master Agreement can contradict the Dual Credit rule. Please keep in mind the following:

- PE activity and remedial/developmental courses cannot be offered for Dual Credit;
- All Dual Credit courses must be aligned to PED standards and benchmarks and must have the STARS/NOVA Code and Course Number listed on the Appendix.
- LEAs must purchase Dual Credit materials but may create policies to ensure this does not become a financial burden.

**Step Two:** The Master Agreement is documentation of the Higher Education Institution (HEI) and Local Education Agency (LEA) **collaboration**. This collaboration is vital to meet the Dual Credit Program goal of ensuring high school alignment to college expectations so more high school students graduate college and career ready. Areas of collaboration include:

- LEA requirements: Grade level? GPA minimum? Other?
- HEI requirements: Grade level? GPA minimum? Placement test score? Other?
- Identify appropriate courses for Dual Credit: HEI and LEA select together.
- Articulate both LEA and HEI Dual Credit student requirements.
- Discuss/Clarify:
  - Ensure Dual Credit courses meet PED standards and benchmarks
    - For some courses, matching PED standards/benchmarks with Higher Education competencies at the department chair level may be most appropriate;
    - For other courses, matching PED standards/benchmarks with actual college course content may necessitate high school and college faculty working together.
- LEA and HEI leaders must agree to and sign the Master Agreement.
- LEAs must submit the Master Agreement to the PED.

**Step Three:** The Master Agreement is one manner by which the PED monitors the Dual Credit Program. The PED ensures compliance with the Dual Credit NMAC.

**Step Four:** The Master Agreement appendix will be used by both the Higher Education Department and the Public Education Department:

- HED will not reimburse HEIs for courses that are not included in the Appendix to the Master Agreement.
- PED will be looking more closely at the Appendices as Next Step Planning is being given greater attention.
- If ineligible courses are included in the Master Agreement Appendix, these courses will not be reimbursed
- by HED. Ineligible courses include remedial, developmental, and physical education activity courses.